

**Montana Department of Public Health and Human Services
Child and Adult Care Food Program**

OPERATION EXPENSE*

Name of Sponsoring Organization _____ Sponsor Number _____

Section 1: To be completed by all Sponsoring Organizations budgeting expenses on lines 1.2, 2.3, 2.4, 2.5, 2.6

a. Total square footage of building in which CACFP home program is located _____ sq. ft. (a)

b. Total square footage entirely applicable to CACFP _____ sq. ft. (b)

c. Total square footage entirely applicable to other programs administered by Sponsoring Organization:
List name of program and indicate applicable square footage:

_____	_____ sq. ft.	
_____	_____ sq. ft.	
_____	_____ sq. ft.	
_____	_____ sq. ft. Total _____ sq. ft.	(c)

d. Total square footage considered "shared" among programs administered by Sponsoring Organization:

_____	_____ sq. ft.	
_____	_____ sq. ft.	
_____	_____ sq. ft.	
_____	_____ sq. ft. Total _____ sq. ft.	(d)

Note: Line (b) + Line (c) + Line (d) must equal Line (a).

e. Determine total program non-shared space administered by the Sponsoring Organization.
Add (b) and (c) _____ sq. ft. (e)

f. Calculate the CACFP Use Allowance percentage. Divide (b) by (e) _____ % (f)

Multiply the percentage determined in (f) by expenses listed in Category 1 of the budget to determine the allowable share of CACFP expenses.

* Other more appropriate methods of determining operation expenses may be approved by MONTANA CACFP upon request.

Note: Sponsoring Organizations budgeting expense on line 2.1 must complete Section 2, Section 3, AND Section 4.

Section 2: Leased Office Space

Is office space occupied by CACFP day care home staff located in a leased building?

____ NO. If no, go to Section 3.

____ YES. If yes, complete the following:

a. Lease/rent paid to: _____,
(name)

(address)

b. Explain any relationship between the company/person identified in "a" above and **any** employee of the sponsoring organization.

c. Effective dates of lease _____ to _____

d. If space is not shared with other programs, enter annual amount of lease _____ and transfer this figure to line 2.1 of budget.

e. If space is shared with other programs, ENTER ANNUAL AMOUNT OF LEASE _____. Multiply annual amount of lease times line h, page 1, to determine allowable amount of lease to be paid from CACFP. Enter allowable amount of lease _____ and transfer this figure to line 2.1 of budget.

f. Circle any items below which are included in the lease:

electricity

gas

water

trash

custodial/maintenance

pest control

building/grounds maintenance

office furniture

parking

other (list)

Section 3: Office Space located in private residence

Is office space located in a private residence?

____ NO. If no, go to Section 4.

____ YES. If yes, complete the following:

Enter total square feet in the home _____ (a)

Enter total square feet of the office space within the home _____ (b)

Divide (b) by (a) to obtain the percent of space used for CACFP _____ (c)

Enter the original acquisition cost of the house (not including value of the land) _____ and multiply by (c) to obtain (d).

Enter (d) here _____.

Multiply (d) _____ by 2% to obtain the annual use allowance.

Enter annual use allowance here _____ and transfer this figure to line 2.1 of budget.

Section 4: Office space located in a building

Is building occupied by CACFP day care home staff owned (1) by parent organization or (2) by someone who has less-than-arms length relationship to the organization?

____ NO. If no, Stop. Attachment VI is complete.

____ YES. If yes, determine the description below which best describes your building occupancy. Choose only one part listed below (example 4F) and complete.

Part 4A – no shared space; no federal funds used in purchase of building; no capital improvements to building

Part 4B – no shared space; no federal funds used in purchase of building; capital improvements to building

Part 4C – shared space; no federal funds used in purchase of building; no capital improvements to building

Part 4D – shared space; no federal funds used in purchase of building; capital improvements to building

Part 4E – no shared space; federal funds used in purchase of building; no capital improvements to building

Part 4F – no shared space; federal funds used in purchase of building; capital improvements to building

Part 4G – shared space; federal funds used in purchase of building; no capital improvements to building

Part 4H – shared space; federal funds used in purchase of building; capital improvements to building

Part 4A (no shared space; no federal funds used in purchase of building; no capital improvements to building)

Year building was purchased _____

- a. Enter original purchase price of building, including land _____ (a)
- b. Enter original purchase price of land _____ (b)
- c. Subtract (b) from (a). Enter amount _____ (c)
- d. Calculate use allowance by dividing (c) by 50 years _____ (d)

Enter amount from line (d) on line 2.1 of the budget.

Part 4B (no shared space: no federal funds used in purchase of building; capital improvements to building)

Year building was purchased _____

- a. Enter original purchase price of building, including land _____ (a)
- b. Enter original purchase price of land _____ (b)
- c. Subtract (b) from (a). Enter amount _____ (c)
- d. Calculate use allowance by dividing (c) by 50 years _____ (d)

Complete the chart below:

CAPTIAL IMPROVEMENTS – MAJOR RENOVATION TO BUILDING					
Year & Date Completed	Description of Improvement	Total Cost	Years of Useful Life	Annual Use Allowance (Total cost divided by years useful life)	MONTANA CACFP USE ONLY
1.					
2.					
3.					
4.					
TOTAL ANNUAL USE ALLOWANCE					

- e. Total annual use allowance of capital improvements _____ (e)
- f. Add lines (d) + (e) to obtain the annual use allowance _____ (f)

Enter amount from line (f) on line 2.1 of budget.

Part 4C (shared space; no federal funds used in purchase of building; no capital improvements to building)

Year building was purchased _____

- a. Enter original purchase price of building, including land _____ (a)
- b. Enter original purchase price of land _____ (b)
- c. Subtract (b) from (a). Enter amount _____ (c)
- d. Calculate use allowance by dividing (c) by 50 years _____ (d)
- e. Enter percentage from line (h), **Section 1** _____ (e)
- f. Multiply (d) by (e) to obtain allowable CACFP use allowance amount _____ (f)

Enter amount from line (f) on line 2.1 of the budget.

Part 4D (shared space; no federal funds used in purchase of building; capital improvements to building)

Year building was purchased _____

- a. Enter original purchase price of building, including land _____ (a)
- b. Enter original purchase price of land _____ (b)
- c. Subtract (b) from (a). Enter amount _____ (c)
- d. Calculate use allowance by dividing (c) by 50 years _____ (d)

Complete the chart below:

CAPITAL IMPROVEMENTS – MAJOR RENOVATION TO BUILDING					
Year & Date Completed	Description of Improvement	Total Cost	Years of Useful Life	Annual Use Allowance (Total cost divided by years useful life)	MONTANA CACFP USE ONLY
1.					
2.					
3.					
4.					
TOTAL ANNUAL USE ALLOWANCE					

- e. Total annual use allowance of capital improvements _____ (e)
- f. Add lines (d) + (e) to obtain the annual use allowance _____ (f)
- g. Enter percentage from line (h), **Section 1** _____ (g)
- h. Multiply (f) by (g) to obtain allowable shared CACFP use allowance amount _____ (h)

Enter amount from line (h) on line 2.1 of the budget.

Part 4E (no shared space; federal funds used in purchase of building; no capital improvements to building)

Year building was purchased _____

- a. Enter original purchase price of building, including land _____ (a)
- b. Enter original purchase price of land _____ (b)
- c. Subtract (b) from (a). Enter amount _____ (c)
- d. Amount of federal dollars used in purchase of building _____ (d)
- e. Subtract (d) from (c) to obtain non-federal dollars used in building _____ (e)
- f. Calculate use allowance by dividing (e) by 50 years _____ (f)

Enter amount from line (f) on line 2.1 of the budget.

Part 4F (no shared space; federal funds used in purchase of building; capital improvements to building)

Year building was purchased _____

- a. Enter original purchase price of building, including land _____ (a)
- b. Enter original purchase price of land _____ (b)
- c. Subtract (b) from (a). Enter amount _____ (c)
- d. Amount of federal dollars used in purchase of building _____ (d)
- e. Subtract (d) from (c) to obtain non-federal dollars used in building _____ (e)
- f. Calculate use allowance by dividing (e) by 50 years _____ (f)

Complete the chart below:

CAPTIAL IMPROVEMENTS – MAJOR RENOVATION TO BUILDING					
Year & Date Completed	Description of Improvement	Total Cost	Years of Useful Life	Annual Use Allowance (Total cost divided by years useful life)	MONTANA CACFP USE ONLY
1.					
2.					
3.					
4.					
TOTAL ANNUAL USE ALLOWANCE					

- g. Total annual use allowance of capital improvements _____ (g)
- h. Add lines (f) + (g) to obtain the annual use allowance _____ (h)

Enter amount from line (h) on line 2.1 of the budget.

Part 4G (shared space; federal funds used in purchase of building; no capital improvements to building)

Year building was purchased _____

- a. Enter original purchase price of building, including land _____ (a)
- b. Enter original purchase price of land. Subtract (b) from (a). Enter amount _____ (b)
- c. Subtract (b) from (a). Enter amount _____ (c)
- d. Amount of federal dollars used in purchase of building _____ (d)
- e. Subtract (d) from (c) to obtain non-federal dollars used in building _____ (e)
- f. Calculate use allowance by dividing (e) by 50 years _____ (f)
- g. Enter percentage from line (h), **Section 1** _____ (g)
- h. Multiply (f) by (g) to obtain allowable CACFP use allowance amount _____ (h)

Enter amount from line (h) on line 2.1 of the budget.

Part 4H (shared space; federal funds used in purchase of building; capital improvements to building)

Year building was purchased _____

- a. Enter original purchase price of building, including land _____ (a)
- b. Enter original purchase price of land _____ (b)
- c. Subtract (b) from (a). Enter amount _____ (c)
- d. Amount of federal dollars used in purchase of building _____ (d)
- e. Subtract (d) from (c) to obtain non-federal dollars used in building _____ (e)
- f. Calculate use allowance by dividing (e) by 50 years _____ (f)

Complete the chart below:

CAPTIAL IMPROVEMENTS – MAJOR RENOVATION TO BUILDING					
Year & Date Completed	Description of Improvement	Total Cost	Years of Useful Life	Annual Use Allowance (Total cost divided by years useful life)	MONTANA CACFP USE ONLY
5.					
6.					
7.					
8.					
TOTAL ANNUAL USE ALLOWANCE					

- g. Total annual use allowance of capital improvements _____ (g)
- h. Add (f) + (g) _____ (h)

- i. Enter percentage from line (h), **Section 1** _____ (i)
- j. Multiply (h) by (i) to obtain allowable CACFP use allowance amount _____ (j)

Enter amount from line (j) on line 2.1 of the budget.